



JOB POSTING

Records Management Specialist

Title: Records Management Specialist

Department: Electronic Content Management

Location: 68-70 Tuers Ave Jersey City, NJ

Basic Functions:

Records Management Specialist is responsible for a mix of clerical and administrative work and implementing document management systems and procedures that help an organization to collect, archive, access, share, and delete electronic and physical records.

Essential Functions:

- Inventory of records, file cabinets, boxes
- Can be trained on individual job functions such as Document Preparation (Prep), Scanning, Indexing, Photo Scanning.
- Responsible for document preparation and other ad hoc projects as needed.
- As the project continues to develop, job may be expanded.
- Ability to read and follow both verbal and written instructions.
- Ability to meet fast-paced deadlines, and diligence to detail.
- Ability to work independently and as part of a team.
- Ability to use computer (knowledge of MS Word, Outlook).
- Professional attire is necessary.

Employee Qualifications:

- **Must be vaccinated for COVID-19**
- HS or GED Recommended
- Organization
- Typing
- Attention to Detail
- Confidentiality
- Thoroughness and decision making
- Sit for 8 hours at a time
- Lift up to 20 pounds
- Type a minimum of 40-45 words per minute with little to no errors

Position is Part- Time

Benefits Include: Medical, Dental, Vision, Paid Time Off, and 401K

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